

**REGULATIONS OF THE LIBRARY AND INFORMATION  
CENTRE OF THE LITHUANIAN UNIVERSITY OF  
HEALTH SCIENCES**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Regulations of the Library and Information Centre of the Lithuanian University of Health Sciences (hereinafter – the Regulations) shall govern the aim, objectives, functions, rights and organisation of activities of the Library and Information Centre of the Lithuanian University of Health Sciences (hereinafter – the Centre).
2. The Centre shall follow the following legislation in the implementation of its activities:
  - 2.1. the Law on Science and Studies of the Republic of Lithuania (hereinafter referred to as the Law on Science and Studies);
  - 2.2. the Statute of the Lithuanian University of Health Sciences (hereinafter referred to as the University Statute);
  - 2.3. the resolutions of the University Senate and the decisions of the University Council;
  - 2.4. the Law on Libraries of the Republic of Lithuania, standards governing the library activities.
3. The Centre is a non-academic structural unit of the University that provides information services to the University community.
4. The Centre has its own logo, seal, letterhead, and sub-account.

**CHAPTER II  
AIMS, OBJECTIVES AND FUNCTIONS OF THE  
ACTIVITY**

5. The aim of the Centre is to provide quality library services to the University community and to create the appropriate conditions for effective study, research and health care activities.
6. The objectives and functions of the Centre:
  - 6.1. building and maintaining a pool of information resources in line with the curricula, research fields, and needs of the academic community;
  - 6.2. providing conventional and virtual information services for visitors;
  - 6.3. developing information literacy among users;
  - 6.4. developing and managing the information system of the library;
  - 6.5. introducing new library technologies, modernising library operations, and developing interactive communication services for users;
  - 6.6. participating in the development and implementation of Lithuanian and international library projects and joint university projects;
  - 6.7. organising local and international events: exhibitions, seminars, conferences, professional development courses and other events.
7. In carrying out its objectives, the Centre shall perform the following functions:
  - 7.1. assemble printed and electronic publications from national and international publishers;
  - 7.2. provide access to national and international subscription and public information resources;
  - 7.3. develop and publish training materials on the use of information resources, conduct training courses, and provide advice to visitors;
  - 7.4. manage and add new data to the information system of the Centre, the University databases of final theses and scientific publications;
  - 7.5. independently adopt decisions on the procurement of services for the publication of scientific articles in peer-reviewed scientific journals and scientific journals with a

- citation index, and on the publication of scientific articles in peer-reviewed scientific journals and scientific journals with a citation index, the award of these procurement contracts and the payment of these procurement contracts using funds from the Centre budget sheet item;
- 7.6. participate in the development of a common information system for Lithuanian libraries, share and exchange metadata.

### **CHAPTER III RIGHTS AND OBLIGATIONS**

8. The Centre shall have the following rights in the performance of its objectives and functions:
- 8.1. demand the University administration to provide appropriate working conditions;
  - 8.2. take steps to ensure that those who have caused material damage remunerate for the damage;
  - 8.3. write off scientifically obsolete, worn publications or publications that are out of use in accordance with the legislation;
  - 8.4. transfer duplicate, unclaimed publications to other libraries free of charge, in accordance with the legislation;
  - 8.5. provide additional paid services according to the list approved by the Rector of the University;
  - 8.6. draft the documents governing the activities of the library;
  - 8.7. encourage and enable the Library staff to develop their skills;
  - 8.8. cooperate with Lithuanian and foreign libraries, participate in Lithuanian and international associations.
9. In carrying out its objectives and functions, the Centre shall:
- 9.1. carry out its functions properly;
  - 9.2. implement its objectives and targets;
  - 9.3. ensure that staff members perform their duties properly, observe the standards of discipline, professional and social ethics and the documents approved by the University.

### **CHAPTER IV ORGANISATION OF THE ACTIVITIES**

10. The Centre is headed and represented by a Director, who is directly accountable to the Vice-Rector for Studies of the University and is responsible for:
- 10.1. organisation of the Centre activities;
  - 10.2. performance and control of the objectives and functions entrusted to the Centre;
  - 10.3. quality of implementation of the Centre activities;
  - 10.4. enforcement and compliance with the occupational health and safety, fire safety, environmental protection, civil protection, sanitation and hygiene legislation, and workplace rules of procedure for the Centre employees;
  - 10.5. organisation and control of the keeping and use of the material valuables entrusted to it;
  - 10.6. management of the assets entrusted to it and use them sparingly, efficiently and rationally.
11. The Director of the Centre shall have the right to:
- 11.1. represent the University in matters within the competence of the Centre;
  - 11.2. initiate the recruitment and dismissal of the Centre staff;
  - 11.3. verification of the implementation of the resolutions of the University Senate, decisions of the University Council, orders of the Rector of the University, and other documents regulating the internal activities of the University;
  - 11.4. make proposals to the Rector of the University on the improvement of the Centre activities and higher efficiency of the activities;
  - 11.5. submit proposals or requests to the Rector of the University for changes in the Centre staffing structure and for the establishment of salary coefficients and bonuses for staff;
  - 11.6. propose to the Rector of the University to reward the staff working at the Centre for good performance;
  - 11.7. propose to the Rector of the University to impose penalties on the Centre staff for misconduct or breach of the Rules of Procedure;

12. In his/her absence, the Director of the Centre shall be substituted by his/her deputy or by another staff member appointed by order of the Rector of the University.

**CHAPTER V  
FINAL PROVISIONS**

13. The decision to reorganise or dissolve the Centre shall be adopted by the University Council.

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